



NORTH CAROLINA AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



POSITION AND DUTY AFSC: TITLE: Training Technician PD: D1569000 AFSC: 352X1, PSN #: 0087063634	RANK/GRADE: NTE MSgt/E-7	<input checked="" type="checkbox"/> NATIONWIDE <input type="checkbox"/> NCANG MEMBERS ONLY <input type="checkbox"/> ON BOARD AGR ONLY	ANNOUNCEMENT #: ANG-AGR 2015-019
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UNIT, LOCATION, POC:263rd CBCS, New London, NCPOC: MSgt Eric R. Siebenthaler eric.siebenthaler@ang.af.mil

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OPENS: 10 July 2015 CLOSES: 09 Aug 2015**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

Manages unit formal training program by providing duty sections with guidance on all aspects of formal training. Monitors the formal training program to include technical courses, Career Development Courses (CDCs), and On-the-Job Training (OJT) for all sections serviced. Advises Unit Commander, section OICs, trainers and supervisors of the policies, status, progress and programming of training. Plans, compiles and forwards unit training requirements annually to higher headquarters. Makes updates and changes as required. Reviews all requests for training. Ensures that the training is justified and that members meet all prerequisites for training, and all documentation is complete. Manages all Training Line Numbers (TLN's) to include funding and associated workdays. Coordinates with Military Personnel Flight (MPF) or appropriate training center on matters pertaining to training. Ensures unit(s) has developed a training plan annually, which will include upgrade training for all assigned personnel, and indicate which type of training will be accomplished at each Unit Training Assembly (UTA). Manages the unit OJT program. Develops and implements policies and procedures to provide a uniform and effective internal OJT program. Conducts meetings to familiarize OICs, trainers and supervisors with the concepts, scope, objectives, methods and procedures, which must be followed. Insures that all eligible personnel are entered in upgrade training (UGT) and receive applicable CDCs. Coordinates with and advises commanders on the progress of trainees and schedules supervisor and commander evaluations at required time frames. Processes classification actions as necessary. Reviews section training plans to ensure compliance with unit training goals. Conducts annual Staff Assistance Visits to evaluate the administration, documentation, operation and effectiveness of the overall training program of the unit and prepares a written report. Ensures currency of all training rosters. Recommends areas of training, retraining and required manning changes to unit commander and higher headquarters. Identifies problem areas in unit; determines causes and recommends action in all training programs to improve unit effectiveness. Coordinates with outside training agencies, advisory services, multimedia libraries and sections conducting training within the unit as required. Ensures training schedules and materials are available to minimize disruption of training programs. Maintains a file of current Career Field Education and Training Plans (CFETP's) for each AFSC authorized on the Unit Manning Document (UMD) and informs affected supervisors of all changes. Ensures all required training records are maintained IAW current directives and local policies. Provides technical expertise to supervisors in developing work center lesson plans. Counsels, monitors and prepares enrollment applications in civilian education programs (e.g., CCAF, tuition assistance etc.) for interested personnel. Serves as Test Control Officer (TCO) and manage the Test Control Facility (TCF). Ensures that all exportable tests are maintained IAW appropriate directives. Ensures that all assigned personnel have completed the Air Force Trainer/Certifier Course. (IAW AFI 36-2201). Instructs Train the Trainer, Train the Certifier and other OJT classes as required. Critiques course materials and submits recommended changes to MAJCOM. Develops and instructs remedial courses as required. Manages the ancillary training program (ATP). Provides guidance to work center ATP administrators. Standardizes training procedures and techniques. Develops, and assists work center ATP administrators with the development of, Automated Products (ie CAMS, ACCES, PC III) for the effective planning, administration and documentation of the unit's ancillary training programs. Is the focal point for all Computer Based Training (CBT) programs, Distance Learning (DL) programs, and Warrior Network program, to include setup, operation and program availability. Serves as the Job Site Training Point of Contact (JSTPOC) ensures that equipment (Satellite dish, receivers, two-way teleconferencing and monitors) are installed and operational. Schedules Air Force Institute for Advanced Distributed Learning Courses (AFIADL). Administers tests and forwards required documentation to the MAJCOM. Schedules local broadcasting of informational telecasts from the Guard Bureau via the Warrior Network. Performs other duties as assigned.

QUALIFICATIONS: Must meet the physical qualifications outlined in AFI 48-123, as appropriate. Must comply with the military duty eligibility requirements IAW ANGI 36-101. Knowledge is mandatory of: principles, policies, and procedures of Air Force E&T programs; interviewing and counseling techniques; training techniques and instruction methods; task analysis procedures, learning process, curriculum development, training evaluations, and E&T systems and products; effective writing skills; editing practices; instructional media application, training reporting, program and curriculum validation, and implementation procedures; training program management; scheduling training events and facilities; conducting assistance visits and training meetings; work center and individual job qualification standard development; education institution registration requirements; military personnel classification system and policies; application of communicative interpersonal skills; and distance learning concepts.

NOTE: Military Grade Inversion: The military structure is preeminent over the full-time structure and military grade inversion within the full-time work force is not permitted. The military grade of the supervisor must equal or exceed the military grade of personnel supervised.

Applicants for E-8 positions, must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.23.1 of ANGI 36-2101.

Application Packages must include the following:

- (1) NGB Form 34-1 (dated 11 Nov 2013)
- (2) A copy of your current (last 12 months) "passing" Physical Training Assessment Sheet. Must have a passing PT Assessment before starting tour.
- (3) vMPF RIP. Must be no more than 60 days old. Data Verification Brief (DVB) briefs or RIPs generated directly from MILPDS will not be accepted. All information to qualify you for an AGR Tour must be present within your RIP. If there is a system limitation causing your record to be incorrect, you must include the official supporting source document with your package. Pen/ink corrections on RIP could disqualify package
- (4) ASVAB Scores and PULHES: AF Form 422 (Obtain from 145 MDG). Must comply with ASVAB and PULHES criteria as listed in AFECDD.
Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, *Medical Examination and Standards*. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status.

Individuals on a DD Form 469, *Duty Limiting Condition Report* at the time of AGR physical package evaluation will not be deemed medically qualified. Individuals may apply for AGR tours as long as meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour. An initial AGR order will not be published prior to ensuring the selected applicant is off any duty limitations before starting their AGR tour.

Airmen determined physically qualified for continued military service IAW AFI 48-123, *Medical Examinations and Standards*, by the State Air Surgeon (or designated representative) or Military Entrance Processing Station (MEPS) may enter on AGR duty immediately.
- (5) Dental Classification: 1 or 2 (Obtain current SF 603A from 145 MDG)
- (6) Must have adjudicated Security Clearance before starting tour.
- (7) Scan all documents and submit as one attachment.

PLEASE READ DISCLAIMER: Do not submit other documents unless specifically asked for in the announcement.

You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. HRO is not responsible for incomplete packets. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents

EMAIL APPLICATIONS TO: 145fss.fulltimejobapplications@ang.af.mil Applications must be received not later than 1600 hours (EST) on the closing date of the announcement. Applications received after the closing date/time will not be accepted. Applications must not be mailed using government-supplied envelopes or postage.

THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation.